

PAY AUDIT SYSTEM PRIME – USER GUIDE

THIS GUIDE IS INTENDED FOR SUPPLIERS WHO HAVE BEEN AWARDED A CONTRACT WITH THE STATE OF INDIANA. THESE SUPPLIERS, ALSO KNOWN AS PRIMES, ARE REQUIRED TO ENTER INFORMATION FOR PAYMENTS THROUGH THE LIFE OF THEIR CONTRACT(S) ON A MONTHLY BASIS.

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ABOUT THIS GUIDE

This document is divided into the following chapters:

- Introduction of Subcontractor Pay Audit System Software
- Describing the Subcontractor Pay Audit System Software, including job aid for typical scenarios
- Appendix A – Glossary
The Glossary provides definitions of functional and technical terms that appear in the user guide.
- Appendix B – Sample Emails
The Sample Emails provide the vendor an example of what communication to expect on a regular basis from the Pay Audit System.

WHO SHOULD USE THIS GUIDE

This guide is intended for suppliers that have been awarded a contract with the State of Indiana.

This guide assumes that the vendor has some knowledge of the self-service portal of the operating system (PeopleSoft Financials) and the Pay Audit System. For more information or questions contact the Division of Supplier Diversity at mwbecompliance@idoa.in.gov.

INTRODUCING THE PAY AUDIT SYSTEM

The Indiana Department of Administration (IDOA) is happy to introduce a new and exciting resource that will allow us to better serve state government and our supplier community, the Pay Audit System.

What Is The System?

The Pay Audit System is Indiana's MBE/WBE/IVOSB subcontractor payment auditing and compliance system. For State contracts with certified MBE/WBE/IVOSB subcontractors, the prime and subcontractors will use the Pay Audit System to independently report payments made from the prime to the Subcontractors. Primes are required to enter information for payments through the life of their contract(s).

What Are the Benefits?

The Pay Audit System provides accurate data for:

- Reporting payments received by certified MBE/WBE/IVOSB firms efficiently
- Monitoring progress toward annual agency spend goals
- Taking corrective action when there is an issue of contract non-compliance
- Addressing various inquiries received from stakeholders

How Do You Access the System?

The Pay Audit System is accessible by using your User ID through the State of Indiana's Supplier Portal located at <https://www.in.gov/idoa/mwbe/payaudit.htm>. Each supplier is required to register with the State's Indiana Department of Administration to obtain a User ID for this system. Once in the Pay Audit System, primes will navigate to the Prime Vendor Payments page and enter payment information for each certified subcontractor listed on their contract and how much the prime received from the State of Indiana. Primes are sent monthly [email notifications](#) reminding them to enter information on payments since the last submission. These emails contain the URL to the Pay Audit System.

(Note: A Prime may also be a certified MBE/WBE/IVOSB Subcontractor for one or more State of Indiana contracts. For those contracts, that entity will also record their payments received from the Prime on the Subcontractor Payments Page. Instructions for entering payments as a Subcontractor can be found in the Subcontractor User Guide.)

How Do You Register as a Bidder?

If your company is not currently registered as a bidder please go to the Bidder Registration homepage located at <http://www.in.gov/idoa/2464.htm> for instructions on how to register your business. Problems or questions concerning the registration process can be directed to the Indiana Department of Administration Procurement Division.

What if you forget your User ID or Password?

Vendors who have forgotten either User ID or Password can obtain this information by going to the [State of Indiana's Supplier Portal](#) and click on the link titled "Report an Issue". Fill out all necessary information on the ticket and in the "Describe your problem" box indicate you need either your User ID or Password information to Log-in to PeopleSoft.



PRIME VENDOR PAYMENTS PAGE

Prime Vendor Payments Page Description

The Prime Vendor Payments page allows the Prime access to search for State contracts and enter their payment information online via their PeopleSoft Supplier ID. The page displays the Subcontractors listed in the contract. It is the Prime's responsibility to enter how much they have paid each subcontractor. If they haven't used the subcontractor yet they need to enter an estimated start date and explanation, i.e. landscaping subcontractors will be used at the last two months of the contract. This page lists all payments reported by the Prime. The Prime also has the ability to enter comments in a free form text field in regards to the contract.

Page Layout - Prime Vendor Payments Search Page

Prime Vendor Payments

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Supplier ID begins with

Document ID begins with

Business Unit begins with

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

The Prime Vendor Payments Search page allows you to search for the Contract against which you need to enter payment information. You can enter as much or as little search criteria as you know. If you don't know your

Vendor ID or Document ID, you can leave all fields blank and click the **Search** button and all contracts you are assigned to will be displayed.

Field/Page Descriptions

Supplier ID – Number assigned to Prime Vendor by State of Indiana when company registers with the State of Indiana Auditor's Office. Leave this field blank if you don't know your Supplier ID

Document ID – This is the unique document ID for your Pay Audit Record. It will either be your EDS # or Contract # leave this field blank if you don't know your EDS # or Contract #.

Business Unit – This is the contracting agency.

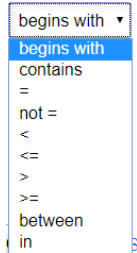
Search - Use the search button to complete the search

Clear - Use the clear button to clear the search criteria fields.

[Save Search Criteria](#)

- Use the Save Search Criteria link to save your search criteria for the next time you navigate to this page.

Section 1: Operator Id – Use the different Operator Ids when searching. The most often used Operator Id is **Contains** as it allows you to enter the partial Name/Number and it will search for anything containing what you entered.



Section 2: **Look up** – This icon allows you to look up your Supplier ID, Document ID or Business Unit. It will open a new page that lists all available options.

Page Layout - Prime Vendor Payments Page

Prime Vendor Payments | State of Indiana Payments

1. Vendor Name: _____ Business Unit: _____
 Supplier ID: _____ Document Type: _____
 Document Number: _____ *Signed agreement between Prime Vendor & Subcontractor? ☐
 Contract Begin: _____ Contract End: _____

Subcontractor Payment Information

Enter any amounts paid to each subcontractor that have not been previously reported. If no payment has been made to the subcontractor, enter the estimated date you will begin using the vendor and an explanation.

Subcontractors 1 of 8 View All

2. Company Name: _____ Certification: _____ Paid to Date: _____
 Committed %: _____ Utilization %: _____

Payment Information

1-2 of 2 View All

Payment Amount	Payment Date	Description	Est. Start Date	Explanation for Late Start		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	-
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	-

3. 4. 5.

Save and Submit

Return to Search Previous in List Next in List Notify

Click Attachments to Upload Agreement


NOTE: If more than one (1) subcontractor is participating on the contract, click View All to display all subcontractors on the same page.

NOTE: If more than three (3) payments are entered per subcontractor, click View All to display all payments on the same page.

Section 1: The Header Information includes contract identifying information: **Vendor Name, Supplier ID, Contracting Agency, Document # and Contract Audit Type**

Section 2: The Subcontractor Payment Information section will list each subcontractor listed on the contract. Subcontractor Information includes **Company Name, Certification Type, Committed %, Utilization %, and Paid to Date Total.**

Vendors are required to enter the Payment Amount, Payment Date and Invoice # for each payment.

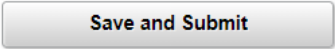
Use the  button to add a new payment line. Once you submit a payment, you will not be able to delete a payment line.

Section 3: Within the Subcontractor Payment Information Section, use the **Est. Start Date** and **Explanation** fields for any subcontractor you are not immediately using, i.e. landscaping subcontractors would be used at the end of a contract.

NOTE: If the subcontractor has not yet performed any work on the contract AND it is passed the estimated utilization date, the Division of Supplier Diversity expects vendors to provide an estimated start date and explanation for the late start.

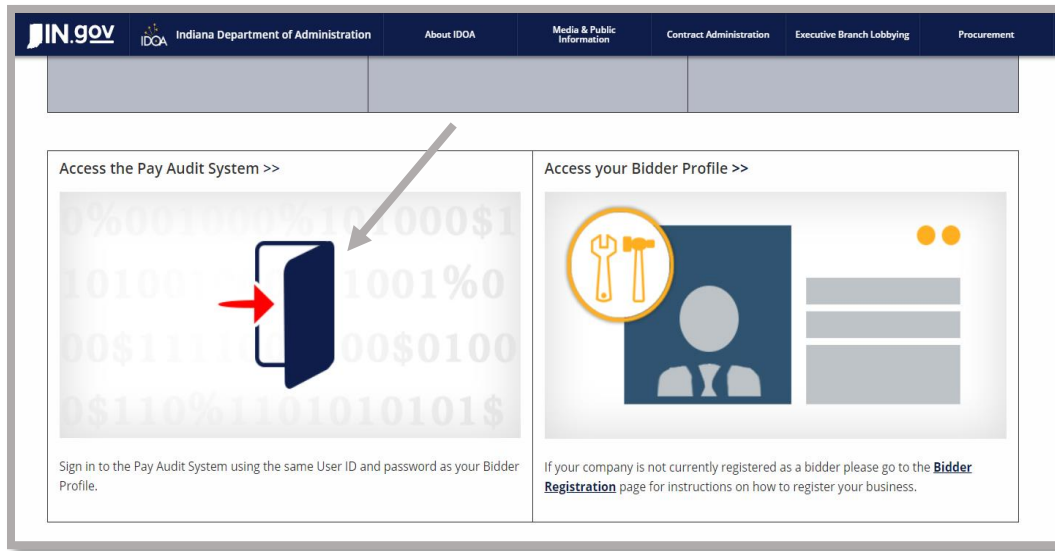
Section 4: Use the [Vendor Comments](#) link to enter comments in a free form text field in regards to the contract.

Section 5: Use the [Attachments](#) link to upload subcontractor agreements.

Use the  button to save and submit your payment information to IDOA Division of Supplier Diversity.

Example 1: Prime Vendor entering Subcontractor Payments

1. Navigate to the Division of Supplier Diversity Pay Audit landing page
<https://www.in.gov/idoa/mwbe/payaudit.htm> and select Access the Pay Audit System



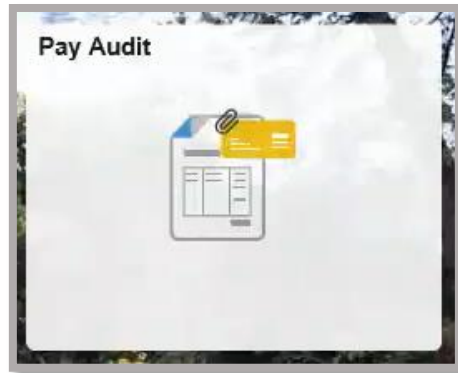
2. Select Sign-In from the Supplier Portal



3. Enter **User ID** and **Password** created via the Bidder Registration Profile

A screenshot of a 'Sign In' form. The form has a title bar that says 'Sign In' with a close button. It contains two input fields: 'User ID' and 'Password'. Below the 'Password' field is a checkbox labeled 'Enable Screen Reader Mode'. At the bottom of the form is a green 'Sign In' button and a blue link that says 'Forgot Password?'. The form is set against a light gray background.

4. Click **Pay Audit System**



5. On the Prime Vendor Payments Search page, enter the applicable criteria such as the **Document ID**
Click **Search**

My Homepage Prime Vendor Payments

Prime Vendor Payments

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Supplier ID begins with

Document ID begins with

Business Unit begins with

[Basic Search](#) [Save Search Criteria](#)

6. Click the **Document ID** to enter payments for respective contract
The Prime Vendor Payments page for that Document ID will open

Search Results

[View All](#) 1-100 of 238

Supplier ID	Supplier Name	Document ID	Business Unit	Description
			00061	Administration
			00061	Administration
			00385	Homeland Security
			00100	State Police
			00620	State Prison
			00100	State Police

7. Select the appropriate drop down for the signed agreement between Prime Vendor & Subcontractor?

NOTE: A copy of each subcontractor agreement must be submitted to the Division of Supplier Diversity within thirty (30) days of the execution of the contract between the prime and the State.

Business Unit: 00061 Administration

Document Type: QPA

***Signed agreement between Prime Vendor & Subcontractor?**

Yes ▼
No
Yes

8. Click **Attachments** to upload the subcontractor agreement

Click **Attachments** to Upload Agreement

9. Click **View All** to display all subcontractors on the contract, if applicable

Subcontractor Payment Information

Enter any amounts paid to each subcontractor that have not been previously reported. If no payment has been made to the subcontractor, enter the estimated date you will begin using the vendor and an explanation.

Subcontractors

1 of 8 [View All](#)

10. Enter the payment information for each subcontractor listed since the last submission. It is required to enter steps a-c for each payment.

a. Enter the
**Payment
Amount**

b. Enter the
Payment Date

c. Enter the
Description
(Invoice
Number)

Company Name:		Certification: VBE	Paid to Date:
		Committed %:	Utilization %:

Payment Information

1-1 of 1 View All				
Payment Amount	Payment Date	Description	Est. Start Date	Explanation for Late Start
\$923.040	03/31/2019	2-15-2019 TO 3-31-201		

a. b. c.

Company Name:		Certification: MBE	Paid to Date:
		Committed %	Utilization %:

Payment Information

1-2 of 2 View All				
Payment Amount	Payment Date	Description	Est. Start Date	Explanation for Late Start
\$3,375.000	06/30/2019	4-1-2019 TO 6-30-2019		
\$0.000			02/15/2019	Delay in securing staffing

Company Name:		Certification: WBE	Paid to Date:
		Committed %	Utilization %:

Payment Information

! If a subcontractor hasn't started work on the contract, an Estimated Start Date and Justification is needed (Example: ABE Painters won't be used until the building is built)

! The subcontractors listed were outlined in the original contract. The prime vendor can enter payment information for subcontractors that were not listed on the original contract; however they will not receive Indiana Department of Administration approval.

- ! Use the **Add (+)** button to insert a new payment line. Once you save and submit a payment, you will not be able to delete it.

11. Enter Comments if applicable to the contract

a. Click **Vendor Comments**

b. Enter comments

c. Click **OK** Use

Add **(+)** to insert additional comments

Vendor Comments

The screenshot shows a dialog box titled "Prime Vendor Payment Comments" with a close button (X) in the top right corner and a "Help" link. Inside the dialog, there is a search bar with a magnifying glass icon and a "1-1 of 1" dropdown. Below this is a table with two columns: "Date Time" and "Comments". The "Date Time" column contains the value "01/23/20 10:34:36AM". The "Comments" column has a text input field with a blue checkmark icon to its right. To the right of the input field is a button with a "+" sign. At the bottom of the dialog are two buttons: "OK" (green) and "Cancel" (gray).

12. Click **Save and Submit**

A save warning message will pop-up

Save and Submit

13. Click **Yes**

The State Disclaimer will open

14. Click **I Agree**

- ! The terms and conditions must be agreed to in order to submit payment information. If I Decline is clicked, payments will not be saved.

APPENDIX A – GLOSSARY

This glossary provides definitions of functional and technical terms that appear in the user guide.

<u>Term</u>	<u>Definition</u>
Audit	A formal examination of Prime payments and Subcontractors payments reported for accuracy and agreement
Bidder	Registered/Certified subcontractor (Does not receive direct payment from the Auditor of State)
Certified	Subcontractor is certified after submitting proper paperwork and receiving approval from the MWBED
Compliance	A contract is in compliance when the Prime Vendor and the Subcontract report the same payment amounts.
EDS	The summary document attached to the State contract. EDS = Executive Document Summary
Fully Executed Contract	Written and signed contract between both parties.
Justification	Valid reason for not using a Subcontractor based on 'Estimated Start Date'. (I.e. Subcontractor is a landscaping business and therefore will be used towards the end of the contract, Subcontractor lost M/WBE certification, Subcontractor went out of business, etc)
IVOSB	Indian Veteran Owned Small Business
MBE	Minority Business Enterprise
MWBED	Minority/Women Owned Business Enterprise Division (Division of IDOA)
Payment	Amount Prime paid subcontractor/Amount Subcontractor was paid by Prime
PO #	The Purchase Order Number is associated with the payment from the Auditor of State.

Glossary continued...

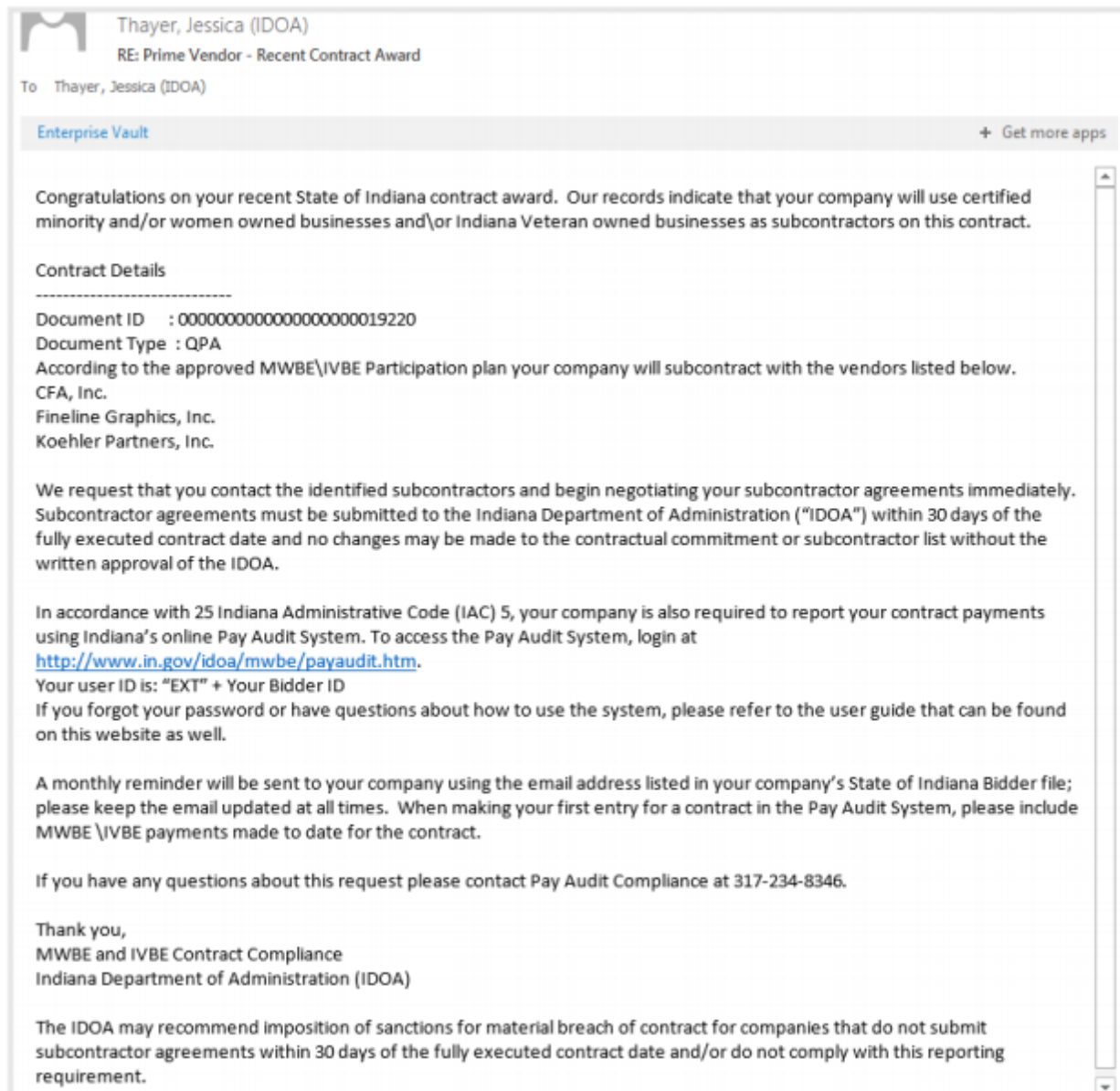
PO Tier II Page	(Purchase Order Tier II) Tab on the PeopleSoft PO page where the agency enters in the contract and MWBE participation
Prime Vendor	Supplier who received the contract was award and receives direct payment from Auditor
Subcontractor	A secondary person/company that is hired by the Prime to do part of the work from the contract
UNSPSC	Industry Code (I.e. Trucking)
Supplier	Person/Company doing business with the State (Receives direct payment from the Auditor)
Vendor/Subcontractor Comments	Place for Prime Vendor or Subcontractor to record any comments they have in reference to the contract
WBE	Woman Business Enterprise

APPENDIX B – SAMPLE EMAILS

To make sure you don't miss any emails coming from the Pay Audit System or the MWBE Division, we recommend that you put mwbecompliance@idoa.in.gov in your address book, or place it on your company's 'safe list' of email addresses you want to receive mail from. This will ensure that the emails won't be mistakenly sent to your junk folder or blocked.

INTRODUCTION EMAIL

A prime receives this email when a new contract has been awarded by the State.



MONTHLY EMAIL REMINDER

A prime receives this email at the end of each month as a reminder to enter vendor payments for the time period.

